

	Johnson Space Center Policy Directive	JPD No.:	JPD 1410.1R
		Effective Date:	7/5/2007
		Expiration Date:	7/5/2012

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

COMPLIANCE IS MANDATORY

JSC Directives System

RESPONSIBLE OFFICE: Information Resources Directorate

1. POLICY

1.1 The JSC Directives System is used to document JSC policy and includes implementing procedural requirements. All Centerwide requirements or procedures shall be documented in a JSC directive. All directives shall correspond with the Agency's mission and policies. Directives shall be kept current to ensure effective accomplishment of NASA's and JSC's mission within legal and policy requirements.

1.2 The JSC Directives System consists of five management documentation types:

- a. JSC Policy Directives (JPDs) describe the responsibilities and authorities that are required of JSC Management in order to achieve the Agency's vision, goals, objectives, and ultimately, JSC's mission. JPDs must be authorized by either an NPD, NPR, external regulation, accreditation standard (e.g., ISO 9001, AS9100, OSHA Voluntary Protection Program), or local policy. JPDs are signed only by the Center Director or designee.
- b. JSC Procedural Requirements (JPRs) establish JSC-specific procedural requirements and responsibilities to implement related NPDs, NPRs, or JPDs. JPRs define applicable requirements and may also prescribe procedures to the level required by the responsible organization (Office of Primary Responsibility) to maintain process consistency across the implementing organizations. JPRs are signed only by the Center Director, designee, or delegated Director of the Office of Primary Responsibility.
- c. JSC Work Instructions (JWIs) are JSC specific detailed procedures that describe how to implement the requirements or specific element of a JPR, or are necessary to demonstrate compliance with an NPR and/or JPR. JWIs may define requirements that compliment the NPR or JPR. JWIs prescribe detailed procedures to the level required to ensure consistent implementation of a process or part of a process by all organizations who perform the activity at JSC. JWIs are signed only by the Director of the Office of Primary Responsibility.

Verify correct version before use at

<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

- d. JSC Policy Charters (JPCs) are charters for forums that are mandated by statute, the NASA Administrator, or the Center Director. JPCs are signed only by the Center Director or designee.
- e. JSC Announcements (JSCAs) are official management issuances used primarily for rapid dissemination of temporary, one-time information. JSCAs automatically expire 1 year after publication unless designated to remain "valid until rescinded." JSCAs shall not revise directives; however, they may give advance notice of changes to a directive that is in progress. JSCAs are signed only by the Center Director, designee, or Director of the Office of Primary Responsibility. A written delegation shall be submitted to the JSCA coordinator if an Organizational Director or Program Manager chooses to delegate this authority for specific subject areas. No further delegations are authorized.

1.3 Issuances published within the scope of this Policy Directive shall be direct, to the point, and comprehensible. They shall have Centerwide scope and not duplicate material adequately covered in the NASA Directives System or in other policy documentation applicable to JSC.

1.4 JSC directives shall be managed in accordance with JPR 1410.2, *JSC Directives Procedural Requirements*.

2. APPLICABILITY

This JPD is applicable to all JSC organizations. JSC directives may apply to contractors or grant recipients only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

3. AUTHORITY (All document citations are assumed to be the latest version unless otherwise noted.)

NPD 1400.1, *Documentation and Promulgation of Internal NASA Requirements*

NPR 1400.1, *NASA Directives System Procedural Requirements*

4. APPLICABLE DOCUMENTS (All document citations are assumed to be the latest version unless otherwise noted.)

JPR 1410.2, *JSC Directives Procedural Requirements*.

5. RESPONSIBILITY

- a. The Director, Information Resources Directorate, shall establish and maintain the requirements and procedures for this JPD.
- b. The Chief Counsel, or designee, shall review JPDs, JPRs, JWLs, and JPCs for legal propriety and provide comments during coordination and prior to the release of the document for use.

6. DELEGATION OF AUTHORITY

The Director, Information Resources Directorate, is delegated signature authority for all procedures related to managing JSC directives.

7. MEASUREMENT/VERIFICATION

JSC Management Integration Office shall audit directives process for compliance.

8. CANCELLATION/RECISION

JPD 1410.1Q, JSC Directives System, dated August 31, 2004, is canceled and replaced with JPD 1410.1R.

Original Signed by:

Michael L. Coats
Director

Distribution:
JDMS